

48-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTOR' RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Capartment of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

Attention. Scheduling	Jection,	<u> </u>	•
FOR AGENCY USE	1. Agency Address	FOR RECORDS	MANAGEMENT USE
Application Date	Georgia Ports Authority	Application Number	
6/27/79	Operations Division, Container Central	79-17	- A
Application Number	Post Office Box 2406 Savannah, Georgia 31402	Date Received	Date Completed
67	Savannan, Seergra 31402	3 00 5 1979	JUL 2 0 1979
2. Person to Contact	Working Title		Telephone Number
Pat Ward	Container Central Mar	ager	964-1721, # 343
3. Action Requested			
	Schedule; record will continue to accumulate.		
	ccumulation; no further accumulation anticipated.		
c. Amend Application d. Dates of Series	No Check One: Change: Supercond Series Title (followed by title used in office; if	والمناوي والمناولة وا	
Earliest Latest	C. Records Series fide fromowed by title used in Office, in) । प्रवासार (•• · · · · · · · · · · · · · · · · · ·
1971 To Date	Pass Copies File		
5. Division and Office Function		n which this record se	ries is created?
The Director of Opera	tions assists the Executive Director in the	managerial fund	ctions of the
	ty and is responsible for the operations of		
	ity Terminal and Ocean Terminal, Savannah S Barge Terminal, Bainbridge State Docks - Ba		
	se. He also handles the function of leases		
	ons of the Port Authority, and with commerc		
	ided by the Georgia Ports Authority.		:
The Oak the County	Mark and the second state of the second state	. 1	
	Manager is responsible for the overall openield Division. Engages in a variety of plan		
	iner volume, growth, recommends construction		
	liaison with all segments of shipping indus		opor arring
	,	•	
7. Record Series Description	This file contains the following documents (include form	numbers and titles, if	any):
Documents relating to:	Attach samples of the file. issuing passes in order to control contains	ners enterina a	and
bocoments releting to.	exiting the Georgia Ports Authority.	,	
included are: - :	Pass Copies stating action involved - who	ether containers	s were
	brought in and left, picked up, etc.		
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	Chanalanianii		
File is arranged:	Chronologically		
8. Monthly Reference Rate	How often are records referred to which are:	_	1
One to six months old	; Seven to twelve months old; Thirteen	to twenty-four mont	hs old;
twenty-five months and oide			
9. Annual Rate of Accumulation	on of Records; Legal-size drawers; Shelves	· Other Innerifical	12 legal boxes
Letter-size grawers	; Leyal-size Grawers; Snelves	; Uther (specity)	12 TOGGT DOXES
ly to			

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X If not, where i	cial copy of the series?	ક ેમ, આ	* * **
		equiring security handling? If yes, cite law or reg	julation.
× c. Is this a vital re	ecord?		1
	s have historical or long term research		
1 V I	wo documents in the file make it ne scheduled separately?	cessary to keep the entire file for a long period, o	ould these
F	tion contained in this series ever pub	lished? If yes, attach copy.	
× g. Is the information	tion contained in this series ever ana	lyzed and/or recorded in a summarized report?	· · · · · · · · · · · · · · · · · · ·
If yes, attach o	ication of this series in your office, o	or in another office or agency?	
1f yes, where?			
	or a maior portion of it) requiarly mi d series result in a computer printou	crofilmed?	
1. Retention Requirements			· · · · · · · · · · · · · · · · · · ·
a. State Law		d. Acadia mania d	
b. Statute of limitation	years.	d. Audit period e. Administrative need	4 years
c. Federal law	years.	f. Federal retention instructions	years.
Transfer to local holding	ng area, hold $\frac{3\frac{1}{2}}{2}$ year(s): the	year(s); then	
☐ Transfer to State Record Destroy.	ves for permanent retention.	hen); then	
☐ Transfer to State Record Destroy.☐ Transfer to State Archic Other (Specify)	rds Center; holdyear(s	then	
☐ Transfer to State Record Destroy. ☐ Transfer to State Archic Other (Specify)	rds Center; holdyear(s	then	
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☐ Transfer to State Record Destroy. ☐ Transfer to State Archi	rds Center; holdyear(s	then	
☐ Transfer to State Record Destroy. ☐ Transfer to State Archic Other (Specify) ☐ Other (Specify) These instructions apply to	rds Center; holdyear(s	then	Date
☐ Transfer to State Record Destroy. ☐ Transfer to State Archic Other (Specify) ☐ Other (Specify) These instructions apply to	rds Center; holdyear(s	of the series.	Date
☐ Transfer to State Record Destroy. ☐ Transfer to State Archic Other (Specify) ☐ Other (Specify) These instructions apply to	rds Center; holdyear(s	of the series.	_
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☐ Transfer to State Record ☐ Destroy. ☐ Transfer to State Archi ☐ Other (Specify) These instructions apply to see the second of the second o	rds Center; holdyear(s ives for permanent retention.	of the series. Records Management Officer (Signature) Ale Moreley	6-27-
Transfer to State Record Destroy. Transfer to State Archi Other (Specify) These instructions apply to spency Head/Designee (Signal Signal Si	rds Center; holdyear(s	of the series. Records Management Officer (Signature) Ale Moxilian State Records Committee (Signature)	6-27-7 Date
☐ Transfer to State Record ☐ Destroy. ☐ Transfer to State Archi ☐ Other (Specify) These instructions apply to Agency Head/Designee (Signal Recommendations in para- raph 12 are approved. If disapproved, attach letter	rds Center; holdyear(s ives for permanent retention.	of the series. Records Management Officer (Signature) Ale Moreley	6-27-1
☐ Transfer to State Record Destroy. ☐ Transfer to State Archi	rds Center; hold	of the series. Records Management Officer (Signature) Ale Moxilian State Records Committee (Signature)	6-27-1 Date



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	Attention: Scheduling	Section.	1.	
	FOR AGENCY USE	1. Agency Address	FOR RECORD	S MANAGEMENT USE
70	plication Date	Georgia Ports Authority	Application Number	1
	1-05-79	Operations Division, Container Central	79-	17
AD	plication Number	Post Office Box 2406	Date Received	Date Completed
	59	Savannah, Georgia 31402	JAN 1 9 1979	FEB 1 6 1979
2.	Person to Contact	Working Title		Telephone Number
-	E. Pat Ward	Container Central Ma	nager	964-1721, # 343
	b. Dispose of present c. Amend Application	a Schedule; record will continue to accumulate. accumulation; no further accumulation anticipated. No Check One: □ Change; □ Superc		
	Dates of Series rliest Latest	5. Records Series Title (followed by title used in office; if a	(itterent)	
	1971 To Date	Pass Copies File		*
	State Docks & Wareł leases for all divi for use of space pr The Container Central Central Complex and ship schedules, con	s - Barge Terminal, Bainbridge State Docks - nouses. He also handles the function of lead sions of the Port Authority, and with commerce of the Georgia Ports Authority. Tal Manager is responsible for the overall of Field Division. Engages in a variety of partainer volume, growth, recommends constructions liaison with all segments of shipping in	ses, including rcial and indu peration of th lanning activi ion, sets inte	negotiating strial concerns e Container ties, analyzes
7.	Record Series Description	This file contains the following documents (include form r	numbers and titles, i	fany):
	Documents relating to:	Attach samples of the file. issuing passes in order to control contaexiting the Georgia Ports Authority.	iners entering	and
	included are:	Pass Copies stating action involved w brought in and left, picked up, etc.	hether contain	ers were
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	File is arranged:	Chronologically		
8.	Monthly Reference Rate	How often are records referred to which are:		
~•	One to six months oldtwenty-five months and old	$\frac{2}{2}$; Seven to twelve months old $\frac{2}{2}$; Thirteen	to twenty-four mor	oths old;
9.	Annual Rate of Accumula	tion of Records ; Legal-size drawers; Shelves	: Other /eneciful	12 legal boxes
	Perfei .are (11 GA4 ot)		, Julier (specify) —	

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	If not, where is		ia 261 162 t		•
X b.			idential information	on requiring security handling? If yes, cite law or re	equiation
- - 				, , , , , , , , , , , , , , , , , , , ,	d districtions
	Is this a vital re				,
			al or long term res	t necessary to keep the entire file for a long period,	
×	documents be	scheduled sepa	arately?	t necessary to keep the entire hie for a long period,	Could these
X f				published? If yes, attach copy,	
	s the informat	on contained		analyzed and/or recorded in a summarized report?	
- 	If yes, attach c		andar in		
"	is there a duph If ves where?	Container	series in your omi Central Off	ce, or in another office or agency? ice with omission of entry & exit t	imes.
× i.			ion of it) regularly		
	Does the record		in a computer prin		
Retention	Requirements	T	he following requi	ires the series to be kept:	
a. State La	ıw	7	years.	d. Audit period	years,
	of limitation		years.	e. Administrative need	3 years.
c. Federal	iaw	4.	years.		years.
Attach cop	y or excerpt of I	aws or regulat	ions. Explain adm	inistrative need.	:
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☑ Hold in☑ Transfer☑ Transfer	r to local holding r to State Record	area <u>6</u> g area, hold _	Calendar Year;	•	9
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Hold in Transfer Destroy Transfer Other Commendation 12 are applicable proved, disapproved, disapproved, and a second proved of the se	the current files to local holding to State Record. It to State Archive (Specify) Designee (Signate Common Signate Common Si	area6 g area, hold ds Center; hol ves for perman State Au Secretary	Calendar Year; (month(s)year(s) idyear(s) idyear inent retention. Date 1/17/77	□ Fiscal Year; ☑ Othermonth	Date 1-09-79